NJ DEIC Inspection Electronic Submission Instructions – Version 3.0

Overview & System Requirements:

The data entry is done in Microsoft Excel utilizing pull down menus and automatic error checking. Minimum system requirements are Microsoft Excel and Internet connection with email capability.

Reporting Instructions:

Immediately following the end of each calendar quarter (ending in March, June, September, and December), you will simply attach that quarter's spreadsheet that we provided to you to an email, and e-mail it to NJDEP, Heavy Duty Diesel Vehicle Inspection Program, at dieseld@dep.state.nj.us. We will send verification that your report has been received by return e-mail. DO NOT change the name of the file!

<u>File Name</u> – DO NOT change the name of the file sent to you at the beginning of the quarter! The file name will begin with your license class and number then two digits for the year and one digit for the quarter plus the Excel file type extension, .xls:

Example: **PIF000654_102.xls**

<u>PIF</u> = License type, $\underline{000654}$ = License number, $\underline{10}$ = year (2010) 2 = quarter of year (April, May, June),

Attach a completed copy of Appendix B to the e-mail. By typing your name on the signature line, you are signing a legal document. The subject line should include your license number and reporting quarter.

The Bureau will reply with a completed copy of the Appendix B Certification as your receipt. Keep a copy of the returned email for your records.

If, during the reporting period you have not performed any HDDV opacity inspections, you do not need to submit a spreadsheet, however the Appendix B Certification is still required with an indication of zero inspections. This procedure will apply to all "no inspection" situations, including temporary business closures and vacations.

Data Entry Instructions:

The following table shows every field in the spreadsheet with field specific instructions. All required fields will turn pink once entry begins for that inspection with the inspection type; optional fields will turn yellow. Once data is entered in a field, it will turn green. In addition, some fields will turn red if incorrect data is entered (for example, passing a vehicle which has a failure for a required test).

Inspection Type	Use the pull-down or enter the inspection type directly:	Insp Ty		Туре	Vehicle Year	Vehicle Make
	 I = Initial (annual periodic) P = Preventative R = Repair (after initial failure) V = Violation (after roadside summons) 	P = Pre R = Re	I = Initial P = Preventive R = Repair V = Violation		YYYY	
				·	11-	
		I = 1 P = R =	pection 1 Initial Preventiv Repair Violation		quired Fiel	d
Vehicle Type	Use the pull-down or enter the vehicle type directly: 1 = Light Duty < 8,500 GVWR 2 = Medium Duty 8,501 - 17,999 3 = Heavy Duty >18,000 4 = Bus: Commercial		Vehicle Type 1 thru 6	Year	Vehicle N	lake
	5 = Bus: School 6 = Bus: Retrofitted			Į.		
	Most will be type 3.		1- 2- 3- ove 4- 5- 6-	Medium Duty Heavy Duty		999
Vehicle Year	Enter the vehicle year – four digits required.		Yes	ar	igit	
Vehicle Make	Use the pull-down to select the vehicle make. The most common makes are listed. If the make in question is not on the list, select Other/Unknown and note in comments field.	AUTOCAL CHEVROL DEERE DIAMONIC DODGE FIAT FORD FREIGHT	M R LET	Vehicle Select f If not a and ent	Make - Re	equired Field ose UNKNOWN field.

Vehicle Model	Enter the vehicle model name.	Vehicle Model	Reg State	Plate Number
		Vehicle Me Enter the v	odel - Require rehicle model nan	d Field
Registration State	Use the pull-down or enter directly the two character postal abbreviation for the vehicle's registration state. Field will default to 'NJ' as soon as the Inspection Type field is filled in so no entry will usually be needed here.	Re	Reg State Enter Registration Jurisdiction	
Plate Number	Enter the vehicle license plate number		All 17 chars less than 17 left with x (l. xxxxxxxx12	pad from e. 3456789)

VIN	Enter the complete vehicle identification number (almost always 17 characters). If the VIN contains	VIN Mileage
	fewer than 17 characters, pad with 'x' from the left as shown in the column header. If the vehicle is newer than 1981 and has a short VIN, the cell will turn red, indicating an error. However, if the VIN was generated due to special circumstances, indicate the issue in the notes field.	All 17 characters if less than 17 pad from left with x (l.e. xxxxxxxxx123456789)
	the issue in the notes field.	
		VIN - Required Field Enter the Vehicle Identification Number. Include all 17 characters; if less that 17 pad from the left with x (i.e. xxxxxxxxx123456789)
Mileage	Enter the current vehicle mileage from the odometer in whole miles (ignore tenths).	Mileage Enter Mileage as Whole Number WITHOUT TENTHS
GVWR	Enter the Gross Vehicle Weight Registered in pounds	GVWR Old Sticker Number GVWR Enter Gross Vehicle Weight Rating in Pounds
Engine Year	Enter the engine model year – four digits required.	Engine Year Engine Make Year YYYY Select from List, or, Choose UNKNOWN and enter in NOTES Engine Year Enter 4-digit Engine Year

Engine Make	Use the pull-down to select the engine make. The most common makes are listed. The make in question is not on the list, select Other/Unknown	Engine Make Engine Rebuild Date
	and note in comments field.	Select from List, or, Choose UNKNOWN and enter in NOTES ALLISON AUTOCAR CATERPILLAR CHEVROLET CRANE CUMMINS DAF DAIMLERCHRYSLER Engine Make Select from List. If not available, choose UNKNOWN and enter in NOTES
Aspiration	Enter the engine aspiration type(s) using multiple codes as necessary: T = Turbocharged I = Intercooled A = Aftercooled N = Naturally Aspirated B = Blower S = Supercharger For multiple values, separate with a comma only (no spaces)	Aspiration Displacement Measure T, I, A, N, cu in, liters B, S (C or L) Aspiration Enter all that apply: T - Turbocharged I - Intercooled A - Aftercooled N - Naturally aspirated B - Blower S - Supercharger Multiple values - use commas: T, A
Displacement Measure	Use the pull-down or enter directly the units of the engine displacement measure: C = cubic inches L = liters	Displacement Measure cu in, liters (C or L) Displacement HP Displacement Measure C = Cubic Inches L = Liters

Displacement	Enter the engine displacement (whole number for cubic inches; one decimal for liters)	Displace	ment HP	Stack Measured
		cu in - wh	ment - Required in the control of th	728)
HP	Enter the engine horsepower (whole number)			
Stack Measured	Use the pull-down to select the measured stack size to the closest 1/8 th inch.	Stack Measured	Stack Siz	Smokemeter Make
			Rounded Value	
			•	
		Stack Me Select mea	asured - Re sured Stacksi	quired Field ze from list
Stack Size	Use the pull-down or enter directly the stack size in whole inches as entered into the smokemeter.	Stack Size	Smokem Make	Standard Used
		Rounded Value		
			- Required	
		(3.5 = 4) (5.25 = 5)	1	

Smokemeter Make	Use the pull-down to select the smokemeter manufacturer. All currently approved companies are listed.		Smoke Make		acity ndard ed	
				Smokemet Select from	ist.	
Opacity Standard	Use the pull-down or enter directly the opacity standard applicable to the vehicle being tested.	Smokemeter Make	Opacity Standard Used	Section of the sectio	Format mm/dd/yy (i.e. 12/31/05)	Include decimal point Format nn.n
			TRU 199 199 199 199 198 198 198 198	acity Std - Rec UCK5: 31-1996: 31 30 and older: 40 SE5: 38-1993: 31 37 and older: 40 trofitted Bussies 34 and newer: 23 33 and older: 3		
Test Type	Use the pull-down or enter directly the type of opacity test performed on the vehicle.		SNAF ROLL STAL OTHE	⊃ Form - mm/i - (i.e.	dd/yy	
Test Date	Enter the date on which the test was performed in MM/DD/YYYY format.	Format mm/dd (i.e. 12/31/0	/yy o	MIL Bulb Check PF Required on all 2003 and newer engines	Requi	2007 ewer
				ate - Requ est Date as		

MIL Bulb Check PF	Required on all 2007 and newer engines. Test is performed with key on – engine off (KOEO). The MIL (check engine) should illuminate briefly and go out. If it does, the vehicle passes. If it does not come on, the vehicle fails. Use the pull-down or enter directly: P = Pass F = Fail	MIL Bulb Check PF Required on all 2007 and newer engines MIL Bulb Check - Required 2007 + MIL Bulb Check - Required 2007 +
MIL On PF	Required on all 2007 and newer engines. Test is performed with engine running. The MIL (check engine) should NOT be illuminated. If it is not on, the vehicle passes. If it is on, the vehicle fails. Use the pull-down or enter directly: P = Pass F = Fail	P for Pass F for Fail N/A if not available MIL On PF DPF Light Bulb On PF Check PF Required Required on all 2007 on all 2007 and newer engines engines engines
		MIL On - Required 2007 + P for Pass F for Fail N/A if not available
DPF Light Bulb Check PF	Required on all 2007 and newer engines. Test is performed with key on – engine off (KOEO). The DPF system light should illuminate briefly and go out. If it does, the vehicle passes. If it does not come on, the vehicle fails. Use the pull-down or enter directly: P = Pass F = Fail	MIL On PF DPF Light Bulb On PF Check PF Required on all 2007 and newer engines engines engines DPF Bulb Check - Req'd 2007 + P for Pass F for Fail N/A if not available

DPF Light On PF	Required on all 2007 and newer engines. Test is performed with engine running. The DPF system light should NOT be illuminated. If it is not on, the	DPF Light On PF	NOx Light Bulb Check PF	NOx Light On PF
	vehicle passes. If it is on, the vehicle fails. (Do not fail a vehicle if it is performing a regeneration – only vehicles that indicate a system malfunction.) Use the pull-down or enter directly:	Required on all 2007 and newer engines	Required on all 2010 and newer engines	Required on all 2010 and newer engines
	P = Pass	*	T	
	F = Fail	P for Pass F for Fail N/A if not a	On - Required	12007 +
NOx Light Bulb Check PF	Required on all 2010 and newer engines. Test is performed with key on – engine off (KOEO). The NOx system light should illuminate briefly and go	NOx Light Bulb Check PF	NOx Light On PF	Retrofit Present
	out. If it does, the vehicle passes. If it does not come on, the vehicle fails. Use the pull-down or enter directly: P = Pass F = Fail	Required on all 2010 and newer engines	Required on all 2010 and newer engines	Required on all 2006 and older engines
			Ū	-1
		NOx Bulb (P for Pass F for Fail N/A if not a	- T heck - Req'c vailable	2010 +
NOx Light On PF	Required on all 2010 and newer engines. Test is performed with engine running. The NOx system	NOx Light On PF		Tampering - Cat PF
	light should NOT be illuminated. If it is not on, the vehicle passes. If it is on, the vehicle fails. Use the pull-down or enter directly: P = Pass F = Fail	on all 2010 and newer	on all 2006 and older	Required on all 2010 and newer engines
		NOx Light O P for Pass F for Fail N/A if not av	n - Required	2010 +

Retrofit Present	Required on all 2006 and older engines. Indicate whether the vehicle has been equipped with an aftermarket exhaust after treatment device under a State or Federal retrofit program. Use the pull-down or enter directly: Y = Yes N = No		NOx Light On PF Required on all 2010 and newer engines	Present Required on all 2006 and older engines	Tampering - Cat PF Required on all 2010 and newer engines
			Retrofit Pr Y for Yes N for No	esent - Req'd	2006 -
Tampering - Cat PF	Required on all 2010 and newer engines		ampering at PF	Tampering DPF PF	Tampering - NOx PF
		a n	Required on II 2010 and ewer ngines	Required on all 2007 and newer engines	
			Tampering - P for Pass F for Fail N/A if not ava	 - Cat - Reg'd a silable	2010 +
Tampering - DPF PF	Required on all 2007 and newer engines		ampering PF PF	Tampering NOx PF	Tampering - Retrofit PF
		a n	Required on II 2007 and ewer ngines	Required on all 2010 and newer engines	
			Tampering P for Pass F for Fail N/A if not av	- DPF - Req'd	2007 +

Tampering - NOx PF	Required on all 2010 and newer engines	Tampering NOx PF	Tampering Retrofit PF	Opacity	
			Required on all 2006 and older engines w/ retofits		
		Tampering P for Pass F for Fail N/A if not av	- NOx - Req'o	12010 +	
Tampering - Retrofit PF	Required on all 2006 and older engines	Tampering Retrofit PF	Opacity	Diffuser Bypass	
		Required on all 2006 and older engines w/ retofits			
		0 1	F	d.	
		Tampering Retrofit -Req'd 2006 - P for Pass F for Fail N/A if not available			
Opacity	Enter the pre-repair opacity as measured, with one decimal place. Enter this value even if the vehicle fails the test. Additional opacity values will be	Opac	ity Diffus Bypas		
	entered elsewhere after repairs are completed.	Included decime point Formal nn.n	nal		
	THIS BLOCK MUST BE FILLED IN FOR ALL VEHICLES UNLESS SUBJECT TO DIFFUSER BYPASS!!	Enter place 15.4	city - Require r with one decine: % = 15.4 % = 65.0		

Diffuser Bypass	Use the pull-down or enter directly to indicate whether a diffuser required bypassing opacity and the use of the visible smoke test. Y = Yes N = No	Diffuser Pass/Fail Driver's Bypass License
	DIFFUSER BYPASS CAN ONLY BE PERFORMED ON VEHICLES EQUIPPED WITH A RETROFIT OR WITH A 2007 OR NEWER ENGINE WHERE A CLEAN, UNDILUTED SAMPLE CANNOT BE OBTAINED.	Diffuser Bypass - Required Indicate if vehicle equipped with diffuser that prevents opacity testing. Y = Yes N = No If Yes, complete the bypass form and fax to NJ DEP,
Pass/Fail	Use the pull-down or enter directly the overall emissions test result including opacity, visible smoke, and all applicable light tests: P = Pass F = Fail	Pass/Fail Driver's Vehicle License Registration Pass/Fail Result - Required P for Pass F for Fail
Driver's License	Use the pull-down or enter directly the driver's license credentials result: P = Pass F = Fail	Driver's Vehicle License Registration Insurance Driver's License Please pick from list of Pass or Fail only

Vehicle Registration	Use the pull-down or enter directly the vehicle registration credentials result: P = Pass F = Fail	Vehicle Registraion	Vehicle Insurance	Exhaust System
		Please Pass of	le Registraior e pick from list o or Fail only Ente ents in notes se	f rany
Vehicle Insurance	Use the pull-down or enter directly the vehicle insurance credentials result: $P = Pass$ $F = Fail$	Vehicle Insurance	Exhaust System	New Sticker Number
				F999999 if failed
		Please Pass of	e Insurance pick from list of Fail only Enter mments in note	i i
Exhaust System	Use the pull-down or enter directly the exhaust system inspection result: P = Pass F = Fail	Exhaus System		
			F99:	9999 iled
			Exhaust System Please pick from Pass or Fail only any comments section	n list of / Enter

New Sticker Number	If the vehicle has passed the test, with or without repairs and a new DEIC inspection sticker has been issued, enter that sticker number. If the vehicle failed, for any reason, enter F999999.	Number F999999 if		Inspection Cost	Facility License Type PIF = Class 1 PFF = Fleet	
				in Dollars (no Cents)		
		New Sticker - Required Field If Passed Enter New Sticker Number; If Failed Please enter F999999				
Inspection Cost	Enter the cost of the inspection	New Sticker Number		Inspection Cost	Facility License Type	
		F999999 if failed		in Dollars (no Cents)	PIF = Class	
			2 1		-	
Facility License Type	Use the pull-down or enter directly the facility license type: PIF = Class 1 PFF = Fleet	Inspection Cost	Facility License Type	License Number		
		in Dollars (no Cents)	PIF = CI 1 PFF = F	6262	Enter the six digit numeric portion of your INL #	
				•		
			F	DEIC Type - Required Field PIF = Class 1 PFF = Fleet		
Facility License Number	Enter just the numeric portion of the facility license number	Facility License Type PIF = Class 1 PFF = Fleet	License Number	Inspector ID	Inspector Name	
				digit numeric portion of your INL #		
			Num PIF0	Number - Requeric part of DEIC : 00002 = 2 010234 = 10234		

Inspector ID	Enter the six digit numeric portion of the inspector's INL #. (This is different from the facility license number.)	Inspector ID	Inspector Name	Own	er Name
		Enter the six digit numeric portion of your INL #		Enter the vehicle owner's name or the name of the operating company.	
		Inspec Enter th your IN	• • tor ID - Require ne six digit numeric L #	d Field portion of	
Inspector Name	Enter the inspector's first and last name	Inspector Name	Owner Na	me A	ldress
		Enter the n	Enter the vehicle own name of th operating company. Name - Requirement the license med the test.	e e red Field	tor
Owner Name	Enter the vehicle owner's name	Enter the This is usu vehicle re of a lease vehicles, j	32	cle owner. own on the in the case sed operating	9

Address	Enter the vehicle owner's street address	Address City State				
		Owner's Address - Required Field Enter the address of the vehicle owner or, in the case of a leased vehicle, the operating company.				
City	Enter the vehicle owner's city	City State ZIP				
		Owner's City - Required Field Enter the vehicle owner's city.				
State	Use the pull-down or enter directly the vehicle owner's state	State ZIP State Owner's State				
ZIP	Enter the vehicle owner's zip code	V11Q1-V3.0 Owner's Zip - Required Field Enter the vehicle owner's zip code,				
Notes	Enter any notes on vehicle make, engine make, or special test circumstances as directed earlier					